



Resume Writing Resources

The following is a sampling of Internet sites that offer assistance in writing a resume, for both print and Web-based submission. The appearance of any name in the list below does not constitute an endorsement or recommendation by the State, nor does the State assume any liability for individual use of any site listed. The list is offered solely as an introduction to and a sampling of Web-based application and resume-building programs available on-line.

<https://www.theresumebuilder.com/>

<http://www.howtowritearesume.net/>

<https://www.pongoresume.com/>

<http://resume-builder.freedomloadcenter.com/windows/>

<https://www.indeed.com/>

<https://www.nh.gov/index.htm> (Online Services / State Employment)

<http://www.linkedin.com/>

<https://www.monster.com/>

<https://www.glassdoor.com/index.htm>

- Use your resume to highlight your skills, abilities and accomplishments. Make it more than just a list of jobs you've held.
- Tailor your resume to demonstrate how your education and experience matches the requirements of the job you are seeking.
- Try to keep your resume to a single page. If you must use more than one page, be sure your name and contact information appear at the top of each page.

- If you are using a Microsoft Word program to build your resume, there are resume templates you can find and use by opening up MSWord.
 - From the File menu, select New.... and pick from Templates (selecting Resumes and Cover Letters). Select the resume template you want to use and click “download” on the right side of the page. The template title “Functional Resume” is a good basic template.
 - Resumes formatted with MSWord can be used for documents that you intend to hand out or mail in hard copy. If you are sending them in an email, remember that some programs may alter the margins or page length and change the appearance of your resume.
- Some experts believe that resumes produced in a “table” format are less likely to be corrupted or margins changed when the document is attached to an email.

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